

Message Text

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ORIGIN SS-30

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C O N F I D E N T I A L STATE 039140

EXDIS

E.O. 11652: GDS

TAGS: OVIP (HENRY A. KISSINGER)

SUBJECT: SECVISIT - ADMINISTRATIVE ARRANGEMENTS

1. PARTICIPATION.

SECRETARY'S PARTY ARRIVING MONDAY, MARCH 4 ABOARD SPECIAL MILITARY AIRCRAFT. WILL CONSIST OF AN ESTIMATED FORTY PEOPLE, INCLUDING SUPPORT STAFF AND PRESS. FIRM ETA AND PASSENGER LIST WILL BE SUPPLIED SEPTEL.

2. CUSTOMS, HEALTH AND IMMIGRATION.

REQUEST BULK CLEARANCE AND WAIVER OF VISAS FOR ENTIRE PARTY AND AIRCRAFT CREWS. PASSPORT NUMBERS, PLACE AND DATE OF BIRTH WILL BE PROVIDED SEPTEL. PARTY HAS ALL NECESSARY SHOTS. ASSIGN EMBASSY OFFICER TO RECEIVE PASSPORTS FROM TRIP CONTACT OFFICER AND HANDLE ENTRY/EXIT FORMALITIES. ADVISE DEPARTMENT WHEN WAIVERS ARE

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GRANTED.

3. SECURITY.

A. THE U.S. SECRET SERVICE IS RESPONSIBLE FOR ALL PROTECTIVE SECURITY ASPECTS OF THE SECRETARY'S VISIT. A USSS ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS BEFORE THE ARRIVAL OF THE SECRETARY'S PARTY WITH

DETAILED INSTRUCTIONS. THEIR ETA WILL BE THE SUBJECT OF A SEPARATE MESSAGE.

B. THE OFFICE OF SECURITY IS RESPONSIBLE FOR THE SAFEGUARDING OF ALL CLASSIFIED MATERIAL ASSOCIATED WITH THE SECRETARY'S VISIT. SY WILL PROVIDE DETAILED INSTRUCTIONS IN THIS REGARD TO THE RSO IN A SEPARATE MESSAGE.

4. ACCOMMODATIONS.

OFFICE SPACE AND STAFF

TWO CONTIGUOUS OFFICES SHOULD BE SET ASIDE IN THE CHANCERY AS NEAR TO THE COMMUNICATIONS CENTER AS POSSIBLE FOR S/S AND SET UP WITH:

A. THREE DESKS OR WORKING TABLES FOR OFFICERS AND THREE TYPING TABLES FOR SECRETARIES WITH ADEQUATE LIGHTING.

B. TELEPHONES - A MINIMUM OF THREE - ONE FOR EACH DESK, EACH HAVING A SEPARATE EXTENSION OFF THE EMBASSY SWITCHBOARD, IF POSSIBLE, OR THREE SEPARATE COMMERCIAL LINES IF NOT.

C. NORMAL OFFICE SUPPLIES AND FORMS.

D. ONE CONFERENCE TYPE TABLE.

E. ONE BEST AVAILABLE COPYING MACHINE - ARRANGEMENTS SHOULD BE MADE FOR 24-HOUR SERVICING OF THE CONFIDENTIAL
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MACHINE AND/OR A BACKUP MACHINE.

-F. TWO COPIES EMBASSY PHONE BOOK, THE POST REPORT, ONE DIPLOMATIC LIST, AND ANY OTHER USEFUL PAMPHLETS OR INFORMATION.

G. THREE ELECTRIC TYPEWRITERS, LARGE (PICA) TYPE ESSENTIAL, PREFERABLY IBM SELECTRIC. IF SELECTRIC UNAVAILABLE, TYPE FONTS SHOULD BE COMPATIBLE.

H. THESE OFFICES SHOULD BE WITHIN A SECURE AREA OR HAVE CONTROLLED ACCESS USING MSGS.

5. GROUND TRANSPORTATION.

A. FOR DURATION OF SECRETARY'S VISIT TO YOUR POST, PROVIDE INDIVIDUALLY ASSIGNED CARS TO THE FOLLOWING:

- (1) LIMOUSINE FOR SECRETARY (WITH SECURITY CLEARED CHAUFFEUR);
- . - (2) ONE VEHICLE WITH DRIVER FOR SECRETARY'S SPECIAL ASSISTANTS;
- . (3) ONE VEHICLE WITH DRIVER FOR SECRETARIAT STAFF (S/S);
- (4) TWO VEHICLES WITH DRIVERS FOR USSS AGENTS.
- . (5) ONE VEHICLE WITH DRIVER FOR WHCA PERSONNEL.

POST MUST NOT PLAN ON USE OF THE ABOVE INDIVIDUALLY ASSIGNED VEHICLES FOR OTHER PURPOSES.

B. WILL HOST GOVERNMENT PROVIDE ANY LOCAL TRANSPORTATION? IF SO, WHAT?

C. POST SHOULD FURNISH AT EARLIEST POSSIBLE DATE
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CAR ASSIGNMENTS INCLUDING ESCORT OFFICERS AND OTHER ARRANGEMENTS TO BE USED IN TRANSPORTING PARTY TO AND FROM AIRPORT, PLUS MEETINGS AND/OR CONFERENCES OF OFFICIAL PARTY.

D. PLEASE FURNISH ESTIMATE OF DRIVING TIMES FOR:

- (1) AIRPORT TO EMBASSY;
- (2) AIRPORT TO FOREIGN MINISTRY;
- (3) AIRPORT TO RESIDENCE;
- (4) RESIDENCE TO EMBASSY;
- (5) RESIDENCE TO FOREIGN MINISTRY;
- (6) EMBASSY TO FOREIGN MINISTRY;

. (7) OTHER KNOWN DRIVING TIMES, SUCH AS HOTEL OR EMBASSY OR RESIDENT TO SPECIFIC LOCATION OF OFFICIAL RECEPTIONS OR OTHER FUNCTIONS.

6. COMMUNICATIONS.

A. TELEPHONE COMMUNICATIONS SHOULD ALLOW FOR TWO SIMULTANEOUS VOICE CONVERSATIONS WITH THE WHITE HOUSE FOR DURATION OF SECRETARY'S VISIT TO YOUR POST.

ADVISE SOONEST WHETHER THIS CAPABILITY PRESENTLY EXISTS. IF SO YOU SHOULD MAKE APPROPRIATE ARRANGEMENTS WITH LOCAL TELEPHONE COMPANY TO PROVIDE PRIORITY OVERRIDE FOR SECRETARY IN EVENT TELEPHONE CIRCUITS REQUIRED.

WE WISH TO EMPHASIZE THAT THE NEED IS FOR PRIORITY OVERRIDE. SEPARATELY-LEASED DEDICATED LINES ARE NOT REQUIRED.

- B. S/S REQUIREMENTS DISCUSSED SEPTEL.

.C. POST WILL BE EXPECTED TO PROVIDE 24 HOUR
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COVERAGE DUE TO ADDITIONAL HIGH PRECEDENCE TRAFFIC TO AND FROM PARTY. COVERAGE SHOULD COMMENCE 12 HOURS PRIOR TO ARRIVAL OF PARTY AND CONTINUE 12 HOURS AFTER DEPARTURE OF PARTY. POST SHOULD ADVISE BUREAU PROMPTLY OF ANY TDY COMMUNICATOR REQUIREMENTS.

D. CAN POST INFORMALLY ARRANGE FOR LOCAL NEWS SERVICE TO MAKE AVAILABLE EXTRA COPY ITS TICKER TAPE AT NO COST? IF NOT FEASIBLE, ADVISE RENTAL COST THIS SERVICE.

- E. WE WILL REQUIRE A LAND LINE TELEPHONE CONNECTION BETWEEN THE SPECIAL ASSISTANTS' OFFICE (PARAGRAPH 4-B-1) AND THE AIRCRAFT.

7. FUNDING.

-A. STATE WILL PAY HOTEL ROOM COSTS INCLUDING SERVICE CHARGES AND TAXES FOR ALL S/S AND SY ADVANCE TEAMS. THESE STATE MEMBERS WILL PERSONALLY PAY FOR ALL OTHER CHARGES ON THE HOTEL BILL INCLUDING MEALS, LAUNDRY, BEVERAGES, ETC. POSTS SHOULD INSTRUCT HOTEL IN ADVANCE TO PREPARE (1) FOLIOS FOR THE COST OF THE ROOMS FOR PAYMENT BY THE POST AND (2) SEPARATE FOLIOS FOR PERSONAL PAYMENT BY INDIVIDUAL TRAVELLERS PRIOR TO DEPARTURE.

FOR (1) CHARGE APPROPRIATION 1940113, ALLOTMENT 1001,
OBLIGATION 402259, OBJECT 2589.

B. U.S. SECRET SERVICE ADVANCE TEAMS ARE TO BE
HANDLED AS STATE TRAVELLERS IN PARAGRAPH A ABOVE.
IN ADDITION, RENTAL CARS FOR THE USSS AND OTHER
SERVICES IF REQUIRED AND APPROVED BY THE AGENT IN
CHARGE SHOULD BE PAID.

<< END OF DOCUMENT >>

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